

AGENDA ITEM VIII A

REPORT OF THE ASSOCIATE COMMISSIONER

REVIEW OF EXISTING LPN PROGRAMS

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STAFF COMMENT

Attached is a copy of a memorandum and accompanying appendices which were sent to affected campuses of the LCTCS. The memorandum regards a statewide review of licensed practical nursing programs and details the purview, process, timeline, and document needs for the review. Briefings to assist affected campuses will be held at various locations statewide during October 14-22, 2004.

ATTACHMENT

MEMORANDUM

September 30, 2004

TO: Chancellors, Affected Community, Technical/Community Colleges and the
Louisiana Technical College
Vice Chancellor for Academic Affairs, Affected Community and Technical/
Community Colleges
Vice Chancellors/Provosts, Louisiana Technical College Districts
Deans/Administrators, Affected Campuses of the Louisiana Technical College

FROM: Gerard Killebrew
Associate Commissioner for Academic Affairs

RE: Statewide Review of Licensed Practical Nursing Programs

By 2002, a growing problem both nationwide and in Louisiana concerning the need for greater numbers of appropriately trained medical, nursing and allied health professionals to serve an increasingly aged population had reached a crisis point. As a result, Louisiana established the Health Works Commission to examine a variety of factors which may have led to the current dire situation. One of the many concerns expressed by the Commission in its initial report was the need for additional/coordinated/improved educational opportunities.

In response, the 2004 State Legislature allocated to the Board of Regents \$3 million to encourage further development of and increased student participation in current university/college programs which prepare such medical/nursing/allied health personnel. The Regents devoted a small part of this allocation to a "Licensed Practical Nursing Initiative," to assess the current state of LPN education in advance of any further efforts to augment the existing array of educational programs which educate such individuals.

Recently, the staff of the Board of Regents and the staff of the Louisiana Community and Technical College System have met multiple times to determine the best use of these funds. Together, both staffs have concluded that a comprehensive statewide review of all public LPN programs would be in order. The review will be conducted by the Board of Regents; however, the LCTCS will be involved in appropriate aspects of this process. *It is important to emphasize that the ultimate outcomes of the review will be directed to both the Board of Regents and the Board of Supervisors of the LCTCS for final actions.*

Accordingly, attached as **Appendix I** is a **List of Affected Colleges/Campuses**. The LPN programs at these colleges and campuses will be the focus of the review. Next, as **Appendix II**, is a **Schedule of Review Activities** which will govern the timetable of review activities. In this **Schedule**,

the first item of concern for affected colleges/campuses is the preparation and submittal of a program self-review document. Attached as **Appendix III** is the **Format for Preparation of a Self-Review Document**. Each affected college/campus will be required to prepare and submit a completed Self-Review Document by December 15, 2004.

As this review process is new to most affected parties, it has been determined that question/ answer briefing sessions devoted to campus concerns regarding the preparation of a self-review document would be beneficial. Accordingly, attached as **Appendix IV** is a **Schedule of Briefings on Preparation of LPN Self-Review Documents** scheduled for various dates, times, and places during the month of October. College/campus assignments are also provided, but if the scheduled session for a particular college/campus is inconvenient, then arrangements should be made to participate at the final session in Baton Rouge. It is strongly suggested that the chief administrator, chief academic officer, and practical nursing program director from each affected college/campus plan on attending scheduled briefing sessions.

At this time, the enclosed information should be sufficient to begin. If you have any specific questions relative to the content of this memorandum or the associated appendices, please feel free to contact me. Further communications will be forthcoming as needed to complete details of the broader outline of scheduled review activities.

Thank you for cooperation and assistance throughout this important endeavor.

GK

Appendices

cc: **Dr. Walter Bumphus**
Dr. Karen Pettit
Dr. Jerry Pinsel

Appendix I
List of Affected Colleges/Campuses
Statewide Review of Existing Licensed Practical Nursing (LPN) Programs

Community Colleges

Delgado
Nunez

Technical/Community Colleges

Fletcher
Sowela

Campuses of the Louisiana Technical College

Acadiana	Ruston
Alexandria	Shelby M. Jackson
Avoyelles	Shreveport-Bossier
Bastrop	Sidney N. Collier
Baton Rouge	Slidell
Charles B. Coreil	Sullivan
Delta-Ouachita	Tallulah
Evangeline	Teche Area
Florida Parishes	T. H. Harris
Folkes	West Jefferson
Gulf Area	Westside
Hammond Area	Young Memorial
Huey P. Long	
Jefferson	
Jumonville Memorial	
Lafayette	
Lafourche	
Lamar Slater	
Mansfield	
Morgan Smith	
Natchitoches	
North Central	
Northeast LA	
Northwest LA	
Oakdale	
River Parishes	

Appendix II

Schedule for Review Activities

Statewide Review of Existing Licensed Practical Nursing (LPN) Programs

September, 2004 - BoR/LCTCS announces review and informs affected colleges/campuses. Self-review format sent to affected colleges/campuses for response.

September-December 15, 2004 - Affected colleges/campuses prepare self-review documents. Briefing sessions are held statewide to assist affected campuses in the preparation of the self-review document. Self reviews shall be due in the Office of Academic Affairs by December 15, 2004.

October-November, 2004 - BoR staff gathers names of prospective consultants to conduct reviews and solicits responses to these lists from affected colleges/campuses. Consultant selections shall be made and staff will engage future consultant services. Affected institutions shall also be asked to identify periods during January-May, 2005 which would be inconvenient for review visits.

November-December, 2004 - District review meetings scheduled. Rather than schedule individual on-campus visits, panels of three out-of-state consultants will be assigned to conduct district-wide review meetings.

January-April, 2005 - District reviews conducted. At each district review meeting, affected colleges/campuses and representative business agencies and organizations will be requested to make presentations to the review panel. During these meetings, the review panel will also pose specific questions about issues or concerns which may require further elaboration. District review panels will also be given opportunities to assess the adequacy of facilities/equipment.

May 31, 2005 - District review reports due. District reports sent to affected colleges/campuses for responses.

June 1-July 15, 2005 - Institutional responses to district review panel reports are formulated and submitted.

July 15-September, 15, 2005 - A Statewide review committee composed of the chairs of each district review panel is formed and returns to Louisiana to conduct a final assessment of each program and make recommendations for the most effective and efficient statewide system of LPN education. Report to be due by September 15, 2005. Final statewide report will be sent to all affected parties for additional responses.

September 15-October 31, 2005 - Institutional responses to statewide committee report are formulated and submitted.

November, 2005 - BoR/LCTCS conducts public hearings and staff makes recommendations.

December, 2005 and thereafter - BoR/LCTCS action.

Appendix III
Format for Preparation of a Self-Review Document
Statewide Review of Existing Licensed Practical Nursing (LPN) Programs

1. Program Description

- a. Please provide the name of the degree program.
- b. Please provide program mission and objectives.
- c. Please list and describe course offerings which comprise the program. Please indicate the last time each course was offered.
- d. Please provide course descriptions/syllabi for each required course.
- e. Please outline the program curriculum either in sequence or term-by-term.

2. Program Need

- a. Please provide a brief program history.
- b. Please indicate the campus/college/program service area.
- c. Please provide relevant demographic data for the service area.
- d. Please provide any relevant manpower studies/surveys which specifically address LPN needs within the service area.
- e. Please provide the names/address/contact personnel for business/agencies which typically hire program graduates.

3. Students

- a. Please provide numbers of program enrollees and graduates for AY s 2000-2005.
- b. Please project numbers of enrollees and graduates for AYs 2005-2010 and provide a justification for these projections.
- c. Please provide a list of primary feeder high schools for the campus/college/ program.
- d. What preparation is necessary for a student to enter the program?
- e. Please provide any demographic information you may have regarding the typical student.

- f. What, if any, financial support is available for students?
- g. Please provide placement and transfer data for program graduates over the last five years.

4. Faculty

- a. Please list the present faculty members who will be most directly involved in the program. Indicate for each faculty member: name; date of appointment; employment status (full-time, etc.); present rank; degrees (by field) and the institutions granting them; present credits, contact hours, student credit hours produced; and other assignments.
- b. Please calculate the present student-faculty ratio. The basis for this calculation should be full-time equivalent students/faculty and should be computed based on all students taught rather than the student majors or other related groupings.
- c. Please indicate current faculty needs.
- d. Please project additional faculty needs for AYs 2005-2010.
- e. Please explain if recruiting additional faculty members will require an unusual outlay of funds or unique techniques.

5. Library and Other Special Resources

- a. Please describe existing library resources (books, journals, magazines, tutorials, computer software. etc.).
- b. Will the library holdings need to be expanded and improved to meet program needs during the next five years? If so, what types will be needed?
- c. Do other institutions/agencies have library resources being used or available to faculty and students for the proposed program? If so, what and where?

6. Facilities and Equipment

- a. Please describe existing facilities and equipment (classrooms, laboratories, clinical models, computers, etc.).
- b. Will facilities/equipment need to be expanded and improved to meet program needs during the next five years? If so, what types will be needed?
- c. Do other institutions/agencies have facilities/equipment being used or available to faculty and students for the program? If so, what and where?

7. Administration

- a. In what department, division, school, college, or other designation is the program to be administered?
- b. Please indicate the name and title of the program head. What is this person's level of authority (administrative, personnel, programmatic, budgetary, etc.)?
- c. Please provide a comprehensive organizational chart for the campus/college.

8. Accreditation

Please provide evidence of any relevant campus/college/program accreditation.

9. Related Fields

- a. Please Indicate other campus programs/course offerings which are related to, or will support, the proposed program.
- b. How do these program/course offerings provide support?

10. Costs

Please complete both attached budget pages.

BUDGET SUMMARY - FYS 2000-2005
STATEWIDE REVIEW OF LICENSED PRACTICAL NURSING PROGRAMS

Institution:

	2000-2001		2001-2002		2002-2003		2003-2004		2004-2005	
COSTS	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE
Faculty ¹										
Support Personnel ²										
Library Resources ³										
Facilities/Equipment ⁴										
Supplies/Other ⁵										
Total										
FUNDING										
State Appropriations										
Student Tuition/Fees										
Federal Grants/Contracts										
State Grants/Contracts										
Other (specify):										
Total										

¹This figure should include salary/fringe benefits costs for all full-time, part-time, and adjunct program faculty.

²This figure should include salary/fringe benefits costs for all clerical and laboratory personnel.

³Please see Section 5 (a) for definition of expense items in this category.

⁴Please see Section 5 (a) for definition of expense items in this category.

⁵This figure should include all other program support items other than those accounted for under Library Resources and Facilities/Equipment

BUDGET PROJECTIONS - FYS 2005-2010
STATEWIDE REVIEW OF LICENSED PRACTICAL NURSING PROGRAMS

Institution:

	2005-2006		2006-2007		2007-2008		2008-2009		2009-2010	
COSTS	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE	Amount	FTE
Faculty ⁶										
Support Personnel ⁷										
Library Resources ⁸										
Facilities/Equipment ⁹										
Supplies/Other ¹⁰										
Total										
FUNDING										
State Appropriations										
Student Tuition/Fees										
Federal Grants/Contracts										
State Grants/Contracts										
Other (specify):										
Total										

⁶This figure should include salary/fringe benefits costs for all full-time, part-time, and adjunct program faculty.

⁷This figure should include salary/fringe benefits costs for all clerical and laboratory personnel.

⁸Please see Section 5 (a) for definition of expense items in this category.

⁹Please see Section 5 (a) for definition of expense items in this category.

¹⁰This figure should include all other program support items other than those accounted for under Library Resources and Facilities/Equipment

Appendix IV
Schedule of Briefings on Preparation of a Self-Review Document
Statewide Review of Existing Licensed Practical Nursing (LPN) Programs

Thursday, October 14, 2004, 9:00 -11:00 a.m. - Rapides Parish Learning Center, Room 164, 1410 Neel Kearby Blvd., Alexandria, LA 71303

LTC - Alexandria Campus	LTC - Northeast Campus
LTC - Avoyelles Campus	LTC - Oakdale Campus
LTC - Charles B. Coreil Campus	LTC - Shelby Jackson Campus
LTC- Lamar Salter Campus	LTC - Natchitoches

Thursday, October 14, 2:00 - 4:00 p.m. - Louisiana Technical College - Lafayette Campus Room 116, 1101 Bertrand Dr., Lafayette, LA

LTC - Acadian Campus	LTC - T. H. Harris Campus
LTC - Evangeline Campus	LTC - Teche Campus
LTC - Gulf Area Campus	LTC - Young Memorial Campus
LTC - Lafayette Campus	Fletcher Technical/Community College
LTC - Morgan Smith Campus	Sowela Technical/Community College

Friday, October 15, 2004, 10:30a.m. -12:30 p.m. - Delgado Community College, Room 169, Building 7, 615 City Park Avenue, New Orleans, LA 70119

LTC - Jefferson Campus	LTC - Sullivan
LTC - LaFourche	LTC - West Jefferson
LTC - River Parishes	Delgado Community College
LTC - Sidney Collier	Nunez Community College
LTC - Slidell	LTC - Huey P. Long Campus

Wednesday, October 20, 2004, 10:00 a.m.-12:00 p.m. - Louisiana Technical College - Northwest Campus, Auditorium, 814 Constable St., Minden, LA 71055

LTC - Ruston Campus	LTC - North Central Campus
LTC - Shreveport/Bossier City Campus	LTC - Northwest Campus
LTC - Delta/Ouachita Campus	LTC - Tallulah
LTC - Bastrop Campus	LTC - Mansfield

Friday, October 22, 10:00 a.m. - 12:00 p.m., Board of Regents, Room 1-145 James, Claiborne Building, 1201 N. Third St., Baton Rouge, LA 70801

LTC - Baton Rouge Campus	LTC - Hammond Campus
LTC - Jumonville Campus	LTC - Florida Parishes Campus
LTC - Westside Campus	LTC - Folkes Campus

AGENDA ITEM VIII B

REPORT OF THE ASSOCIATE COMMISSIONER

SCHEDULE OF PROGRAM REVIEWS

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SCHEDULE OF PROGRAM REVIEWS

1. A.A.S. in Management Information Systems - Bossier Parish Community College

The staff is awaiting the College's response to questions and concerns.

2. A.A.S. in Architectural Design Technology - Bossier Parish Community College

The staff is awaiting the College's response to questions and concerns.

3. Bachelor of Health Science - University of Louisiana at Monroe and

4. Southeastern Louisiana University

ULM is currently redesigning its proposal. SLU's proposal has been received, but some staff concerns regarding its content have yet to be addressed.

6. B.S. in Nanosystems Engineering - La Tech

An external consultant will conduct an on-site visit to the University on November 16, 2004.

7. B.S. in Entrepreneurship - UNO

The staff has sent out this proposal for in-state review.

8. M.S. in Health Information Management - La Tech

An external review committee will conduct an on-site visit to the University on October 19, 2004.

9. Ph.D. in Urban Forestry - SUBR

The report of external consultants is due.

10-13. Proposed and Existing Doctor of Educational Leadership Programs - La Tech, ULM, Grambling, ULL/SLU

A team of external consultants conducted on-site visits to ULL/SLU and submitted their final report to the staff. This report has been sent to the affected universities for their response. A recent meeting was held with affected university representatives to guide them in the development of their response. It appears now that subsequent consultant visits to LaTech, Grambling, and ULM will not occur until January-February, 2005.

14. Master of Physical Therapy to Doctor of Physical Therapy - LSUHSC-NO

15. Master of Physical Therapy to Doctor of Physical Therapy - LSUHSC-S

A panel of external consultants will conduct on-site visits during November 30 - December 2, 2004.

16. Master of Occupational Therapy - ULM

The staff is working to schedule a visit by out-of-state consultants as soon as possible.

17. Curriculum Revision to a Master of Architecture - La Tech

The staff has sent this proposal to an external consultant for assessment.

AGENDA ITEM VIII C

REPORT OF THE ASSOCIATE COMMISSIONER

STAFF APPROVAL OF ROUTINE ACADEMIC REQUESTS

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REPORT OF THE ASSOCIATE COMMISSIONER

STAFF APPROVAL OF ROUTINE ACADEMIC REQUESTS

BACKGROUND INFORMATION

Since the September 23rd meeting of the Board of Regents, the staff has granted the following routine academic requests:

<u>Institution</u>	<u>Nature of Request</u>	<u>Date Granted</u>
1. SU-S	2 CTS Programs Added to Curriculum Inventory	9/24/04
2. LSU A&M	1 Department Name Change	10/18/04

AGENDA ITEM VIII D

REPORT OF THE ASSOCIATE COMMISSIONER

**NOVEMBER MEETING OF THE STATEWIDE COUNCIL OF CHIEF
ACADEMIC OFFICERS**

AGENDA ITEM VIII D

REPORT OF THE ASSOCIATE COMMISSIONER

NOVEMBER MEETING OF THE STATEWIDE COUNCIL OF CHIEF ACADEMIC OFFICERS

STAFF COMMENT

A meeting of the Statewide Council of Chief Academic Officers has been tentatively scheduled for Wednesday, November 10, 2004, starting at 10:00 a.m., in the Board of Regents Conference Room, 6th Floor of the Claiborne Building. A final agenda is still being formulated; when completed, it will be posted on the Regents website. Board members are cordially invited to attend.